

APPENDIX 1 ROLES AND RESPONSIBILITIES

Pastoral planning is a process by which a faith community, with a deep appreciation of its past and an understanding of its present strengths and weaknesses, seeks to respond to the spiritual and pastoral needs of the people within and beyond the community. As such, it is not the sole responsibility of one person, namely the diocesan Bishop. Rather, it is the collective work of the entire Church of Idaho.

Within the strategic planning process, however, certain individuals and groups are tasked with clearly defined roles and responsibilities. Many of these responsibilities are affirmed in the Code of Canon Law, the Constitutions of the Diocesan and Deanery Pastoral Councils, and the Diocesan Pastoral Procedures and Policies Manual. In order for our pastoral plan to succeed, each individual/group must be attentive to his/her specific area(s) of responsibility.

PASTOR

The parish priest is the proper pastor of the parish entrusted to him. He exercises the pastoral care of the community entrusted to him under the authority of the diocesan Bishop, whose ministry of Christ he is called to share, so that for this community he may carry out the offices of teaching, sanctifying, and ruling with the cooperation of other priests or deacons and with the assistance of lay members of Christ's faithful, in accordance with law. (Canon #519)

In our diocesan strategic planning process, the Pastor has the responsibility to:

- Make sure that a functioning Parish Pastoral Council exists and meets on a regular basis (at least 8 times annually).
- Send an updated list of Parish Pastoral Council membership to the Chancery office each year. Specific contact information for the Parish Pastoral Council president and Parish Deanery Representative is to be included.
- Appoint a Parish Pastoral Council member to attend Deanery Pastoral Council meetings.
- Ensure funding for parish representative to attend Deanery Pastoral Council meetings.
- Ensure that time for a "Deanery Pastoral Council report" is scheduled at each parish council meeting.
- Talk with parish representative before and after each Deanery Pastoral Council meeting to ensure that needed information gets back and forth, concerns are reported, etc.

- Utilize the appropriate diocesan reporting/planning forms to actively engage the Parish Pastoral Council, staff, and parishioners in an assessment of parish efforts/needs in each priority area.
- Work with the Parish Pastoral Council to discern ways to communicate the parish action plans and progress of implementation with the larger parish community.
- Work with parishioners and parish staff (paid/volunteer) to ensure the implementation of parish action plans.
- Ensure that a completed parish action plan for each priority area is submitted to the Deanery Pastoral Council and to the Chancery when requested. Each completed action plan is to be signed by the Pastor and the Parish Pastoral Council president.

PARISH LIFE DIRECTOR

A Parish Life Director (PLD) is a professional minister who is entrusted by the Bishop with a “participation in the exercise of the pastoral care of the parish.” (Canon 517.2) The PLD is appointed by the Bishop and is responsible to the Priest Moderator. In collaboration with the Priest Moderator and a Sacramental Minister, the PLD has the responsibility of overseeing the pastoral care and organizational leadership for a parish community without a pastor. (Diocesan Policies and Procedures, 2007)

In our diocesan strategic planning process, the Parish Life Director has the responsibility to:

- Work with the Priest Moderator to make sure that a functioning Parish Pastoral Council exists and meets on a regular basis (at least 8 times annually).
- Send an updated list of Parish Pastoral Council membership to the Chancery office each year. Specific contact information for the Parish Pastoral Council president and Parish Deanery Representative is to be included.
- Appoint a Parish Pastoral Council member to attend Deanery Pastoral Council meetings.
- Ensure funding for parish representative to attend Deanery Pastoral Council meetings.
- Ensure that time for a “Deanery Pastoral Council report” is scheduled at each parish council meeting.
- Talk with parish representative before and after each Deanery Pastoral Council meeting to ensure that needed information gets back and forth, concerns are reported, etc.
- Utilize the appropriate diocesan reporting/planning forms to actively engage the Parish Pastoral Council, staff, and parishioners in an assessment of parish efforts/needs in each priority area.

- Work with the Priest Moderator, Sacramental Minister, and Parish Pastoral Council to discern ways to communicate the parish action plan and progress of implementation with the larger parish community.
- Work with the Priest Moderator, Sacramental Minister, parishioners, and parish staff (paid/volunteer) to ensure the implementation of parish action plans.
- Ensure that a completed parish action plan for each priority area is submitted to the Deanery Pastoral Council and to the Chancery when requested. Completed plans are to be signed by the Parish Life Director, the Priest Moderator, and the Parish Pastoral Council president.

PARISH PASTORAL COUNCIL

In the Diocese of Boise each parish is to have a Parish Pastoral Council in addition to the Parish Finance Council. Each pastor presides over it, and through it the Christian faithful along with those who share in the pastoral care of the parish in virtue of their office give help in the fostering of pastoral activity. This Parish Pastoral Council has only a consultative vote and is regulated by the norms laid down by the diocesan Bishop. (Diocesan Polices and Practices, 2007; cf Canon 536.1.2)

In our diocesan strategic planning process, the Parish Pastoral Council has the responsibility to:

- Meet regularly (at least 8 times a year)
- Recommend to the Pastor/Parish Life Director a council member to serve as the parish representative to the Deanery Pastoral Council.
- Assist the pastor in gathering information from appropriate persons/groups to incorporate into the parish reports to the Deanery Pastoral Council (i.e., DRE, Youth Minister, cultural groups, catechists, parents, etc.). Such information can include upcoming parish activities that are open to everybody in the deanery, deanery-wide areas of concern, and any additional information that is needed from the parish for the strategic plan goals/objectives.
- Include discussion time on the pastoral plan at each council meeting.
- Provide information to the deanery representative at each meeting.
- Participate in council training and ongoing formation sponsored by the diocese.
- Work with the pastor, parishioners, and pastoral staff to create realistic parish action plans for each designated priority area.
- Work with the pastor and pastoral staff to evaluate the progress of parish efforts in each priority area.
- Submit an end-of-the-year evaluation report to the Deanery Pastoral Council and to the Chancery which details the action(s) taken in the identified priority area.

PARISH PASTORAL COUNCIL REPRESENTATIVE

In our diocesan strategic planning process, the Parish Council representative to the Deanery Pastoral Council has the responsibility to:

- Attend Parish Pastoral Council meetings. At meeting the representative will:
 1. Give report/update on the work of the Deanery Pastoral Council.
 2. Request help to gather needed information requested by the Deanery Pastoral Council or the diocese.
 3. Collect parish concerns that need to be addressed at the deanery or diocesan level.
- Visit with pastor before and after each deanery meeting to gather and share information.
- Attend four (4) Deanery Pastoral Council meetings each year.
- May be selected to serve as a deanery representative to the Diocesan Pastoral Council which meets twice each year (Spring and Fall).
- May be asked to participate in the diocesan Convocation in June.
- Bring a written parish report to Deanery Pastoral Council meeting. This report could include:
 1. Strategic Plan information (may be forms to fill out)
 2. Parish activities, special events, presentations, and trainings, etc. that are open to all in deanery
 3. Ideas for shared events (e.g., adult faith formation, recreational events, liturgy workshops, ministry trainings, etc.
 4. Areas of parish concern and/or need
 5. Parish action plan for priority area

DEAN

The Dean is to convene meetings of the clergy, Parish Life Directors, Pastoral Associates, and other pastoral ministers of the deanery at regular intervals and whenever it may be necessary and appropriate to him or to the diocesan Bishop. The principal purposes of such meetings are to promote fraternity and cooperation in ministry and to provide a forum for discussion and consultation. The Dean is also responsible to lead and serve the Deanery Pastoral Council and to encourage deanery council meetings on a regular basis. (Diocesan Policies and Practices, 5.a)

In our diocesan strategic planning process, the Dean has the responsibility to:

- Help convene and facilitate the workings of the Deanery Pastoral Council.
- Work with the Deanery Pastoral Council president to set the agenda.

- Convey information from the Deanery Pastoral Council to the Presbyteral Council.
- Convey information from the Presbyteral Council back to the Deanery Pastoral Council.
- Attend deanery leadership meetings and give report/gather information pertinent to the ongoing implementation of the pastoral plan.
- Seek the active participation of all deanery parishes in the pastoral planning process.
- Identify a priest delegate to attend Deanery Pastoral Council meetings if he is not able to personally attend.
- Accept other responsibilities as requested by the Bishop.

DEANERY PASTORAL COUNCIL

The Deanery Pastoral Council exists to work in conjunction with the parishes, priests, and people of the local deanery, as well as with the Diocesan Pastoral Council, so that the deanery might become a vital intermediate level of church. The Deanery Pastoral Council will help discern areas of pastoral need at the deanery level, will make suggestions, and shall help to coordinate and implement whatever is needed at the deanery level. It will also furnish representatives from its membership to serve as deanery representatives on the Diocesan Pastoral Council. The diocesan Bishop may also assign other responsibilities. (Deanery Pastoral Council Constitution, article 1)

In our diocesan strategic planning process, the Deanery Pastoral Council has the responsibility to:

- Ensure that a representative from each parish and mission, plus a representative from special groups present within that deanery sit on the Council.
- Meet 4 times a year, before and after each Diocesan Pastoral Council meeting.
- Select a Deanery Pastoral Council president who, in consultation with the Dean, sets and distributes agenda on a timely basis.
- Receive and discuss parish reports and action plans.
- Discern possible deanery wide events with appropriate others based on common needs that surface from parish reports and action plans.
- Develop a deanery action plan for each priority area that addresses common areas of need identified in the parish reports, promotes collaboration, networking, and the sharing of resources.
- Submit a completed deanery action plan on each priority area to the Diocesan Pastoral Council and to the Chancery. Completed deanery action forms are to be signed by the Dean and the Deanery Pastoral Council president.

- Discuss other items and gather information as directed by Bishop.
- Discuss items of deanery concern to be brought to the Bishop's attention.
- Ensure that deanery council minutes are sent to all council members, deanery pastors and Parish Life Directors, and to Regional PLFF Coordinator.
- Choose two people to represent the deanery on the Diocesan Pastoral Council. These representatives do not need to be the deanery president or secretary.
- Send 2 representatives to the diocesan Convocation.
- Provide funding for deanery representatives to attend Convocation.

DEANERY PASTORAL COUNCIL REPRESENTATIVE

In our diocesan strategic planning process, the Deanery Pastoral Council representative has the responsibility to:

- Faithfully attend Diocesan Pastoral Council meetings.
- Bring written parish reports and deanery reports to the Diocesan Pastoral Council meeting.
- Competently speak about deanery reports, issues, and concerns.
- Distribute minutes and information from the Diocesan Pastoral Council back to the members of the Deanery Pastoral Council.
- Work with PLFF Regional Coordinator to ensure clarity about the pastoral plan process and expectations.

DIOCESAN PASTORAL COUNCIL

The Diocesan Pastoral Council serves as an advisory body to the Roman Catholic Bishop of Boise. Under his leadership, it shall prayerfully and with careful discernment explore needs and recommend pastoral policies that are in conformity with the message and mission of the Roman Catholic Church as revealed through the Gospel and the Church's living Tradition. (Diocesan Pastoral Council Constitution, article 1)

In our diocesan strategic planning process, the Diocesan Pastoral Council has the responsibility to:

- Meet 2 times a year in Boise.
- Ensure that two representatives from each deanery sit on the Council.

- Ensure that 1 representative from the diaconate community, lay ecclesial ministries, Catholic Charities of Idaho, various special populations (Hispanic, Native American), youth and young adults, and religious men and women working in the Diocese sit on the Council.
- Meet annually with the Presbyteral Council.
- Gather written deanery reports on each priority area and review to assess areas of collaboration and sharing of resources, allocation of diocesan services and resources, as well as areas that demand diocesan attention.
- Make recommendations to the Bishop in light of information gathered from parish and deanery reports.
- Share information with representatives to take back to their constituencies.
- Encourage and help evaluate current ministries while exploring the ongoing development of future ministries.
- Appoint 3 representatives to collaborate with representatives from the Presbyteral Council in the planning and implementation of the annual diocesan Convocation (Convocation Planning Team).
- Accept other responsibilities as requested by the Bishop.

DIOCESAN PASTORAL COUNCIL REPRESENTATIVE

In our diocesan strategic planning process, the Diocesan Pastoral Council representative has the responsibility to:

- Faithfully attend Diocesan Pastoral Council meetings in Boise (2 times a year). If unable to attend, the representative must make sure an alternative deanery representative is identified and fully briefed.
- Give deanery reports and share information on deanery successes, needs, requests, concerns, etc.
- Listen to and assesses information provided from all deaneries and make impartial recommendations to the Bishop.
- Accept other responsibilities as requested by the Bishop.
- Share information back with the Deanery Pastoral Council.

PRESBYTERAL COUNCIL

The Presbyteral Council (Council of Priests) exists to aid the diocesan Bishop in the governance of the diocese according to the norm of law. In union with the diocesan Bishop they promote the pastoral welfare of the People of God of the Diocese, represent the priest in the consultative processes of the diocese, and promote the general well-being of the priests of the diocese. (Diocesan Practices and Policies, 2007)

In our diocesan strategic planning process, the Presbyteral Council has the responsibility to:

- Ensure that time is set aside at each Presbyteral Council meeting to discuss the ongoing progress of the pastoral plan.
- Request reports from each Dean as to the work of the pastoral plan in that particular deanery.
- Request information from diocesan staff on the overall progress of the pastoral plan.
- Meet annually with the Diocesan Pastoral Council.
- Appoint 3 priest representatives to collaborate with representatives from the Presbyteral Council in the planning and implementation of the annual diocesan Convocation (Convocation Planning Team).
- Keep diocesan priests updated/informed on the progress of the pastoral plan.
- Solicit information and feedback from diocesan priests as needed or requested.
- Accept other responsibilities requested by the Bishop.

CATHOLIC SCHOOLS AND CAMPUS MINISTRIES

In our diocesan strategic planning process, Catholic schools and Campus Ministries have the responsibility to:

- Integrate the priorities of the diocesan pastoral plan in their own annual planning process.
- Seek ways to collaborate with the local parish community in the formation and implementation of parish action plans in each priority area as applicable.

CATHOLIC ORGANIZATIONS AND GROUPS

In our diocesan strategic planning process, Catholic organizations and groups have the responsibility to:

- Integrate the priorities of the diocesan pastoral plan in their own annual planning process and unique ministries as applicable.
- Seek ways to collaborate with the local parish community in the formation and implementation of parish action plans in each priority area as applicable.

PLFF REGIONAL COORDINATORS/DIOCESAN SUPPORT STAFF

In our diocesan strategic planning process, diocesan staff have the responsibility to:

- Assist the Deanery Pastoral Councils by clarifying directives, facilitating the strategic planning process, and providing resources, training and ongoing support.
- Attend the Diocesan Pastoral Council meetings as designated or requested.
- Report to the Presbyteral Council as requested.
- Provide services to parishes and deaneries as needed or requested.
- Assist with the planning and publicity of Convocation.
- Accept other responsibilities requested by the Bishop.

PASTORAL PLAN STEERING COMMITTEE

In our diocesan strategic planning process, the Pastoral Plan Steering Committee has the responsibility to:

- Oversee the overall direction and implementation of the pastoral plan.
- Establish clear timelines for the ongoing implementation of the pastoral plan.
- Be appointed (clerical and lay) by the Bishop.
- Provide regular communication to all groups (deans, priests, councils, schools, etc.)
- Monitor the progress of the plan and make any adjustments as needed.
- Provide regular reports/updates to the Bishop, Presbyteral Council, Diocesan Pastoral Council, and Bishop's Cabinet on the progress of the pastoral plan as requested.
- Work with councils and Deans to oversee accountability and the timely submission of parish and deanery reports and action plans.
- Accept other responsibilities as requested by the Bishop.

CONVOCATION PLANNING TEAM

In our diocesan strategic planning process, the Convocation Planning Team (comprised of members from the Presbyteral and Diocesan Pastoral Councils) has the responsibility to:

- Work with the Bishop and designated diocesan staff to identify a theme for Convocation and ensure that it is in line with the priority areas outlined in the pastoral plan.
- Work with the Bishop and designated diocesan staff to plan and oversee the annual diocesan Convocation.
- Work with designated diocesan staff to secure appropriate speakers/presenters.
- Work with the Bishop and designated diocesan staff to solicit input and evaluation of the annual diocesan Convocation.
- Accept other responsibilities as requested by the Bishop.